



WASHINGTON COUNTY, ARKANSAS
County Courthouse

February 6, 2015

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, February 9, 2015
5:30 p.m.

Washington County Quorum Court Room

A G E N D A

1. Call to Order. JP Butch Pond will call the meeting to order as senior member of the Personnel Committee.
2. Introduction of Committee Members. Members of the 2015-16 Personnel Committee are: Daniel Balls, Harvey Bowman, Lisa Ecke, Ann Harbison, Joe Patterson, Butch Pond, and Bill Ussey.
3. Selection of Chair / Vice Chair.
4. Adoption of Agenda.
5. Review of the Responsibilities of the Personnel Committee: The responsibilities of the Personnel Committee include review and make recommendations regarding the development of a comprehensive personnel system for Washington County. This includes salary levels, policies, affirmative action review, employee insurance, fringe benefits, and travel policies.
6. Establishment of Regular Meeting Time. The Personnel Committee meeting today is the Monday, 10 days prior to the regular Quorum Court meeting, at 5:30 p.m. in the Quorum Court Room.
7. Report from Blair Johanson, Salary Consultant for Washington County. This report will include an overview of Job Evaluation / Salary Administration Program (JESAP). (7.1)

8. Request from Sheriff Tim Helder for an Exception to the Job Evaluation/Salary Administration Policy: This request is due to the organizational restructuring in the Sheriff's Department and the tenure of the employee. The Salary Administration Policy states: "An employee demoted due to organizational re-adjustments or a voluntary demotion where the employee is transferred to a job with a lower grade than their current job, will enter the new job with a pay rate between the new position salary range minimum and its midpoint. In the instance that employee held this position previously then employee's pay will return to previous pay in that grade level. An Elected Official may desire to secure a pay level in excess of the midpoint based on County tenure and experience. Any request of pay in excess of the midpoint and supporting documentation will be submitted to the Job Evaluation Committee for review and approval and then forwarded to the Personnel Committee for their approval. The employee's pay will not exceed the grade level maximum." (8.1)
9. Request from County Judge Marilyn Edwards to Change a Lead Position (Grade 15) to a Heavy Equipment Operator II Position (Grade 14) in the Road Department Budget for 2015. Assistant County Road Superintendent Shawn Shrum will present this request to the Committee. (9.1)
10. An Ordinance Setting Mileage Reimbursement Practices and Procedures for Justices of the Peace. This ordinance has been drafted by the County Attorney to establish current practices and procedures for JP mileage reimbursement. (10.1)
11. Review of Quarterly Reports from Human Resources:
 - New Hire Report (11.1)
 - Termination Report (11.2)
12. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
13. Public Comments.
14. Adjournment.

/cs

Washington County, AR

Job Evaluation and Compensation Planning

Internal Analysis, Market Pay Study and Recommendations

Blair Johanson, Johanson Group
County Compensation Consultant

DBCompensation™ Job Rating System

JESAP: 15 Job Rating Factors

KNOWLEDGE & SKILL REQUIREMENTS

1. Experience – General
2. Experience – Management
3. Education
4. Initiative and Ingenuity
5. Mental Demand
6. Analytical Ability/Problem Solving

RESPONSIBILITIES

7. Responsibilities for Work of Others (Supervision)
8. Responsibilities for Funds, Equipment, Property, etc.
9. Responsibilities for Accuracy
10. Accountabilities (End Results)

CONTACTS/HUMAN RELATIONS

11. Contacts with Public
12. Contacts with Employees

EFFORTS

13. Machine and Computer Operations
14. Working Conditions/Hazards
15. Physical Demands



Washington County, AR

Job Evaluation and Salary Administration Plan JESAP – Job Evaluation Committee (JEC)

Review of Job Descriptions and Job Ratings

- Revised current job descriptions
- New job descriptions
- Recommended job ratings and grade level placement
- JEC meets monthly or as needed to review and approve job descriptions and recommended job ratings by the County's contracted Compensation Consultant

Washington County, AR Employee Compensation Planning

- Annual Market Pay Study
- Local, Regional and State Pay Comparisons
- Study Presentation and Recommendations
- Annual Employee Compensation Budgeting for Upcoming Year

National Salary Adjustments Various Annual Studies

Survey Studies	Adjustments for 2014
WorldatWork Study	3.0%
Mercer Study	2.9%
Hay Study	3.0%
Aon Hewitt Study	3.0%
Towers Watson Study	2.9%
Culpepper Study	2.9%
ERC Study	3.0%

Arkansas Salary Adjustments WorldatWork Study for 2014

Actual 2014	Actual 2014
Mean	Median
3.0%	3.0%

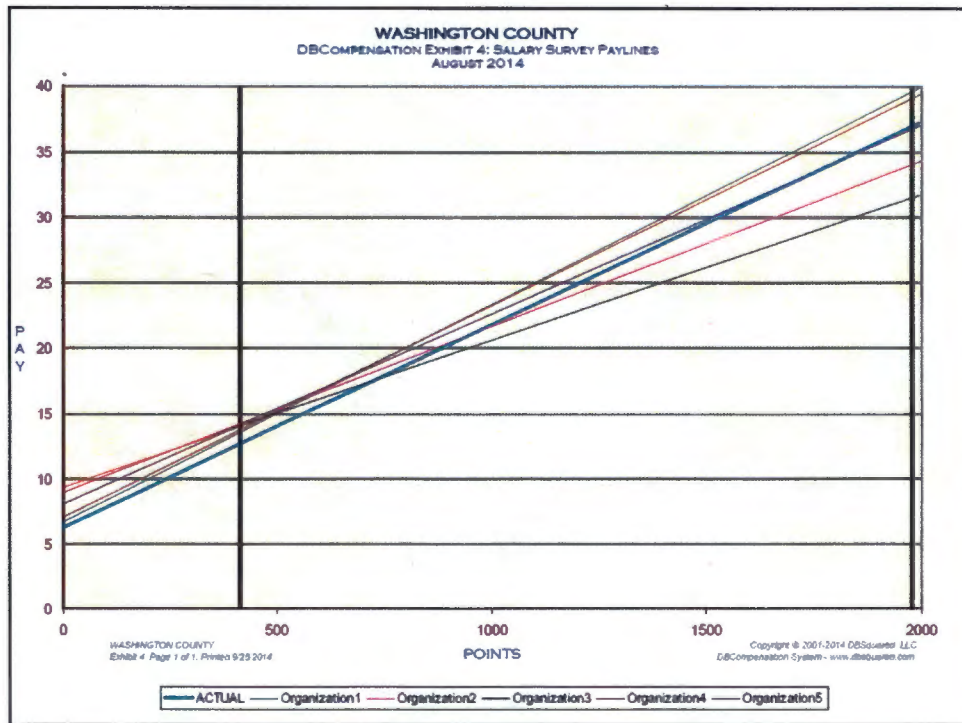
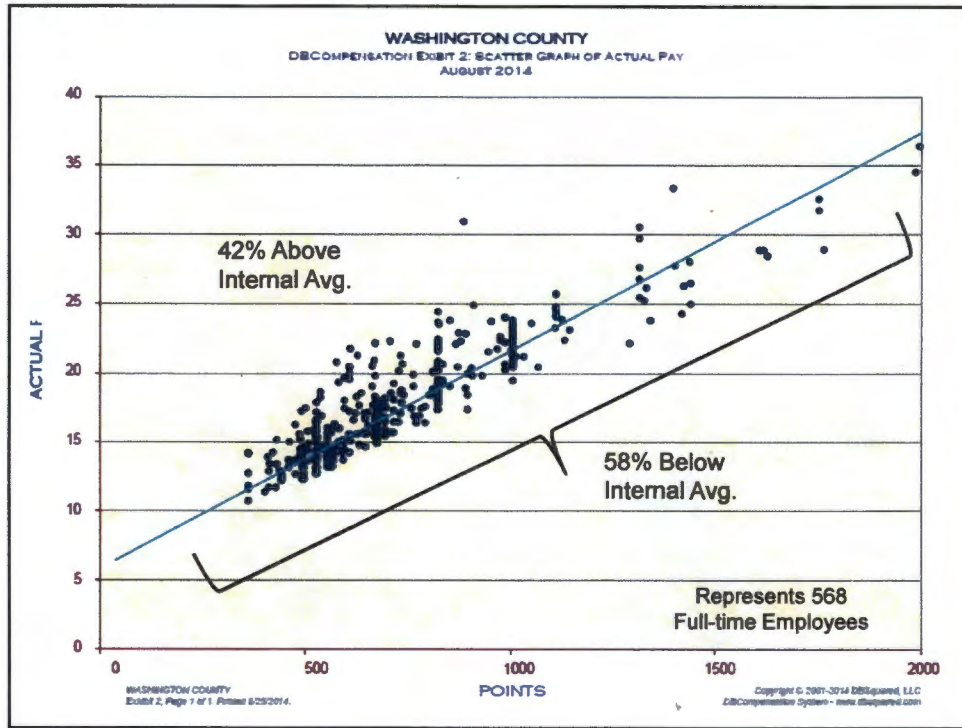
State and Regional Salary Adjustments

ACA Survey Central Arkansas 67 Orgs.			
<u>Projected</u>	<u>General</u>	<u>COLA</u>	<u>Merit</u>
2015	2.90%	2.00%	3.06%
NOARK NWA Survey 64 Orgs.			
<u>Projected</u>	<u>General</u>	<u>COLA</u>	<u>Merit</u>
2015	2.67%		3.03%

Average Annual Pay Comparisons

- State 2013 Average: \$37,340 or \$18.00/Hour
- NWA Regional 2013 Average: \$41,560 or \$19.98/Hr.
- Washington Co. Employees 2014 Average: \$36,026
or \$17.32/Hr.

State and Regional Pay Data Source:
Arkansas DOL – BLS: May, 2013 Study



WASHINGTON COUNTY
 DBCOMPENSATION EXHIBIT 4A: STATISTICAL DETAILS FOR SALARY SURVEY PAYLINES
 AUGUST 2014

	<i>% Variance</i>	<i>Titles</i>	<i>Correlation</i>	<i>Slope</i>	<i>Intercept</i>
YOUR ORGANIZATION		227	90.68%	0.01552	6.28
NWA Cities	-5.0%	144	94.04%	0.01663	6.73
NOARK Survey	-4.9%	122	94.81%	0.01615	7.13
AR DOL Study	-2.9%	139	93.53%	0.01448	8.17
Benton County	-0.2%	144	92.41%	0.01267	9.01
Sebastian County	+3.9%	136	91.09%	0.01119	9.38

2014 Market Variance Mean: -1.81%
2014 Market Variance Median: - 2.88%

2013 Market Variance Mean: -3.24%
2013 Market Variance Median: - 4.45%

2012 Market Variance Mean: -2.20%
2012 Market Variance Median: - 2.80%

Regional Market City/County Adjustments

Organization	2014	2015
Benton County	1% Salary structure increase 3% Merit	No plans for employee pay adjustments due to the Ambulance service funding issue
Sebastian County	2% COLA	Unknown at the time
City of Fayetteville	4.4 Merit average for uniformed and non-uniformed employees	Unknown plans until March, 2015
City of Springdale	2-3% Step increase for non-civil service employees and 5-6% step increase of civil service employees	2-3% Step increase for non-civil service employees and 5-6% step increase of civil service employees and a potential small adjustment to the pay ranges
City of Bentonville	1.5% COLA and 1.5% merit	Unknown plans at this time
City of Fort Smith	No adjustments for civil and non-civil service employees	Considering a general increase of 2 – 3%
City of Rogers	4% General increase	Leaning toward 3% increase that could be tied to a merit pay system

Pay Study Adjustment Recommendations

75 Cents increase to hourly rate for non-exempt employees
Merit evaluation and merit pool allocation for exempt employees

Reasoning:

- The County's internal pay mean is 1.81% behind the market pay mean and 2.88% behind the market pay median based on the 2014 market pay study.
- The regional projected average salary adjustments in 2014 will range from 2.7% to 3.0 and the state projected salary adjustments will be 2.9% and 3.0%.
- The 75 cents increase will benefit the hourly non-exempt employees by giving them an increase that equals between 3.5% and 5.9% of the average base wages by grade for the non-exempt employees.
- The merit evaluation and merit pool allocation program would be based on the County Judge's distributed document, titled: "Bonus/Raise With Merit for 2015".
- Increase pay for the Elected Officials to a higher percentage of the state allowable maximum. Washington County is one of the largest counties in the state.
- Adjust the Washington County Pay Grades and Ranges Structure next year.

History of Salary Increases: 2003-2015

Survey Year	Market Pay Variance	Budget Year	Employees	Elected Officials	Coroner
2002	Mean: -4.86%	2003	5%	5%	5%
2003	Mean: -4.77%	2004	\$0.85	\$0.85	\$0.85
2004	Mean: -5.37%	2005	5.50%	5.50%	5.50%
2005	Mean: -2.44%	2006	2.5% COLA + 1% Merit	90% of Base	n/a
2006	Mean: -2.33%	2007	Emp's less than 2 Yrs- 4% Emp's 2+ Yrs of Serv. Under \$14.50-\$0.65 Emp's 2+ Yrs of Serv. over \$14.50- 4.5%	100% of Base	n/a
2007	Mean: -2.42% Median: -2.94%	2008	1% COLA and 2% Merit	100% of Base	n/a
2008	Mean: -0.46% Median: -2.43%	2009	\$0.25 COLA and 1.5% Merit	100% of Base	n/a
2009	Mean: -0.50% Median: -0.42%	2010	2%	100% of Base	\$ 33,165.10
2010	Mean: -0.25% Median: +0.40%	2011	n/a	n/a	n/a
2011	Mean: -3.62% Median: -5.03%	2012	5%	85% of Base	25% Increase
2012	Mean: -2.20% Median: -2.80%	2013	\$0.50	n/a	\$10,000 Increase
2013	Mean: -3.24% Median: -4.45%	2014	3% COLA plus an additional .5% for each complete yr from 2 yrs thru 5 yrs, up to 2%	85% of Base	85% of Base
2014	Mean: -1.81% Median: -2.88%	2015	2% COLA	2% COLA	2% COLA

TIM HELDER
SHERIFF



Washington County Sheriff's Office

December 22, 2014

To: Personnel / JESAP Committee

Due to a loss of two positions and restructuring within the Sheriff's Office, Corporal [redacted] is being demoted to a Deputy First Class position within the detention center.

Deputy [redacted] has worked for the Sheriff's Office since May 10, 2005 and has been a certified law enforcement officer through the Arkansas Law Enforcement Training Academy since January 5, 2007. During this time, Deputy [redacted] has accumulated over 600 hours of law enforcement training.

Since Deputy [redacted] is a valued employee with almost ten years of experience, I would like to go outside the Program of Salary Administration Guidelines and request his hourly pay be placed at \$16.64, which is the mid-point for the grade of Deputy First Class (Grade 15). The Deputy First Class slot in which he is being placed is also within the budgeted salary amount for 2015.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Tim Helder".

Tim Helder
Sheriff

MARILYN EDWARDS
County Judge



SHAWN SHRUM
Assistant Superintendent

WASHINGTON COUNTY, ARKANSAS
Road & Bridge Department

Personnel Committee Members,

The Washington County Road Department is requesting to change an open Heavy Equipment Operator Lead position to a Heavy Equipment Operator II position. The Heavy Equipment Operator II is a pay grade below the Lead position, so there would not be a need for additional money. Please contact me if you have any questions concerning this matter.

Thank You,

Shawn Shrum

ORDINANCE NO. 2015-_____

**BE IT ORDAINED BY THE QUORUM COURT
OF THE COUNTY OF WASHINGTON,
STATE OF ARKANSAS, AN ORDINANCE
TO BE ENTITLED:**

**AN ORDINANCE SETTING MILEAGE
REIMBURSEMENT PRACTICES AND
PROCEDURES FOR JUSTICES OF THE
PEACE.**

WHEREAS, by custom, Washington County reimburses Justice of the Peace for mileage from their individual homes of record to and from the Courthouse for meetings; and,

WHEREAS, said the policies and procedures governing said reimbursements have never been reduced to writing; and,

WHEREAS, there is a need for clarification as to what is and what is not reimbursed by the County.

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM
COURT OF WASHINGTON COUNTY, ARKANSAS:**

ARTICLE 1. Washington County Justices of the Peace shall be paid round-trip mileage at the Internal Revenue Service published rate for that year from their individual homes of record to the Washington County Courthouse for actual attendance at:

- (a) Regular Quorum Court meetings;
- (b) Special Quorum Court meetings; and,
- (c) Quorum Court committee meetings.

ARTICLE 2. Should the County Judge or, as appropriate, the chair of a committee call a meeting of the Quorum Court or a committee of the Quorum Court at a place other than the County Courthouse, Justices of the Peace shall be paid round-trip mileage from their individual homes of record to the actual place of that particular meeting.

ARTICLE 3. Should a Justice of the Peace have County business outside Washington County which has been approved by the Quorum Court or a committee of the Quorum Court the round-trip cost of travel from his or her home of record to that business shall be reimbursed in accordance with the latest version of County Travel Rules and Regulations for County Employees and Elected Officials.

ARTICLE 4. Other than as provided in this Ordinance, Justices of the Peace are not authorized reimbursement for travel.

MARILYN EDWARDS, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: _____

Date of Passage: _____

Votes For: _____ Votes Against: _____

Abstention: _____ Absent: _____

Washington County
Quarterly Hire Report: 10/1/14-12/31/14

11.1

<u>Emp ID</u>	<u>Name</u>	<u>Department</u>	<u>Position</u>
27896	SMITH-HARP, DIANNA RENEE	0105-ASSESSOR	DEPUTY ASSESSOR
27912	MARTINEZ, MYRA REBECA	0105-ASSESSOR	DEPUTY ASSESSOR
		Dept 0105 Total:	2
27897	SCONZERT, WILLIAM BRUCE	0108-BUILDINGS & GROUNDS	ASSISTANT LEADMAN/FOREMAN
		Dept 0108 Total:	1
27898	COPELAND, DONNA M	0109-ELECTIONS	POLL WORKER
27899	VAN HORN, SHIRLEY A	0109-ELECTIONS	POLL WORKER
27900	HARRIS, SUSAN G	0109-ELECTIONS	POLL WORKER
27901	MOORE, PETE JACK	0109-ELECTIONS	POLL WORKER
27902	HOUSE, JAMES WILLIAM	0109-ELECTIONS	SPECIAL ELECTION WORKER
27903	MAHONY, JOSHUA CLEET	0109-ELECTIONS	SPECIAL ELECTION WORKER
27904	JAY-LLOYD, SHARON JEAN	0109-ELECTIONS	POLL WORKER
27905	BREWER, MITCHELL LEE	0109-ELECTIONS	SPECIAL ELECTION WORKER
27906	BISHOP, GARRET JEFFREY	0109-ELECTIONS	SPECIAL ELECTION WORKER
27879	TUTTLE, DEBORAH JEAN	0109-ELECTIONS	POLL WORKER
27880	CROWSON, VICKIE DELORES	0109-ELECTIONS	POLL WORKER
27881	CROWSON, ANTHONY LILBURN	0109-ELECTIONS	POLL WORKER
27882	ANDERSON, PAULETTE L	0109-ELECTIONS	POLL WORKER
27908	LONG, ERIN D	0109-ELECTIONS	SPECIAL ELECTION WORKER
27909	LIND, ADAM ALEXANDER	0109-ELECTIONS	SPECIAL ELECTION WORKER
27910	BRASKO, SHARON D	0109-ELECTIONS	SPECIAL ELECTION WORKER
27911	CANUP, GARY	0109-ELECTIONS	POLL WORKER
27871	PHILLIPS, KATHY ANN	0109-ELECTIONS	POLL WORKER
27872	HOUSLEY, JUDITH C	0109-ELECTIONS	POLL WORKER
27873	WISEMAN, GINNY LYNN	0109-ELECTIONS	POLL WORKER
27874	MOORE, SUSAN AGNES	0109-ELECTIONS	POLL WORKER
27875	FLORY, LACEY ANN	0109-ELECTIONS	POLL WORKER
27876	SCOVILLE, KELLY MARIE	0109-ELECTIONS	POLL WORKER
27877	BUSH, WILLIAM LANDON	0109-ELECTIONS	POLL WORKER
27885	EDWARDS, ELIZABETH	0109-ELECTIONS	POLL WORKER
27886	JACKSON, AMANDA M	0109-ELECTIONS	POLL WORKER
27887	DUPREE, JOHN BELLINGRAT	0109-ELECTIONS	POLL WORKER
27888	MOSTELLER, BOBBY ALAN	0109-ELECTIONS	POLL WORKER
27889	STRANGE, MAYME	0109-ELECTIONS	POLL WORKER
27890	DAVIS, TREBA G	0109-ELECTIONS	POLL WORKER
27891	HEADRICK, CHERYL A	0109-ELECTIONS	POLL WORKER
27892	WHITE, CHARLES F	0109-ELECTIONS	POLL WORKER
27893	BRISIEL, SUSAN MARIE	0109-ELECTIONS	POLL WORKER
27894	BEAVERS, JUDY ANN	0109-ELECTIONS	SPECIAL ELECTION WORKER
27895	OLDEN, CHARLOTTE	0109-ELECTIONS	POLL WORKER
		Dept 0109 Total:	35
27916	CROUCH, NATHAN DANIEL	0110-PLANNING	PLANNER
		Dept 0110 Total:	1

Washington County
 Quarterly Hire Report: 10/1/14-12/31/14

27917 WITT, HANNAH	0121-HUMAN RESOURCES	PART TIME HR TECHNICIAN
	Dept 0121 Total:	1
27914 CALER, TOMMY DAVID	0200-ROAD	HEAVY EQUIPMENT OPERATOR
	Dept 0200 Total:	1
27870 DAVIS, TERRY W	0308-ANIMAL SHELTER	PT KENNEL/OFFICE ASSISTANT
	Dept 0308 Total:	1
26571 TOLLY, JAMES ALLEN	0400-SHERIFF	PART TIME SHERIFF
27878 HEJL, DEAN ALAN	0400-SHERIFF	DISPATCHER
27907 FARRIS, RICHARD SHANNON	0400-SHERIFF	PART TIME SHERIFF
	Dept 0400 Total:	3
27883 RYAN, PATRICK HARDIN	0418-JAIL	ADULT DETENTION OFFICER
27884 HUBER, ANDREA MICHELLE	0418-JAIL	ADULT DETENTION OFFICER
26980 STEPHENSON, ANDREA R	0418-JAIL	ADULT DETENTION OFFICER
27074 SHEPHERD, DALTON W	0418-JAIL	ADULT DETENTION OFFICER
27918 PETERS, TRACY L	0418-JAIL	ADULT DETENTION OFFICER
27919 SANCHEZ, MARIA GUADALUPE	0418-JAIL	ADULT DETENTION OFFICER
27920 HILL, JOSHUA LEE	0418-JAIL	ADULT DETENTION OFFICER
27921 BABIONE, ROBERT WILLIAM	0418-JAIL	ADULT DETENTION OFFICER
	Dept 0418 Total:	8
27913 WARE, TERENCE MARKESE	0444-JUVENILE DETENTION	CORPORAL-JDC
27915 BRIGGS, DEANGELO MARTEZ	0444-JUVENILE DETENTION	DEPUTY-JDC
	Dept 0444 Total:	2

Total New Hires 4th Quarter:	55
Total Excluding Poll Workers	22

Washington County Quarterly Termination Report
10/1/14-12/31/14

11.2

<u>Emp ID</u>	<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Length of Service</u>	<u>Term Code</u>
27803	AURAND, ASHLEY NICOLE	102	DEPUTY CIRCUIT CLERK I	31 Weeks	OTHE
			Total for Dept 0102:		1
99017	HANEY, ROGER L	103	COUNTY TREASURER	35 Years 58 Weeks	JOBE
			Total for Dept 0103:		1
27600	MARTIN, CARRIE B	104	DEPUTY I CASHIER/CLERK	1 Years 48 Weeks	PERS
			Total for Dept 0104:		1
27896	SMITH-HARP, DIANNA RENEE	105	DEPUTY ASSESSOR	0 Weeks	PERS
27250	WILLIAMS, JEFFERY L	105	ASSESSOR	3 Years 52 Weeks	JOBE
27271	TURNER, ELIZABETH NICOLE	105	DEPUTY ASSESSOR	3 Years 27 Weeks	MOVE
			Total for Dept 0105:		3
26987	BAILEY, REX	107	JUSTICE OF THE PEACE	5 Years 52 Weeks	JOBE
26988	CLARK, J.S.	107	JUSTICE OF THE PEACE	5 Years 52 Weeks	JOBE
26989	FITZPATRICK, BARBARA	107	JUSTICE OF THE PEACE	5 Years 52 Weeks	JOBE
27690	BRYANT, DIANE MARTIN	107	JUSTICE OF THE PEACE	1 Years 10 Weeks	JOBE
27595	AMAN, RON D	107	JUSTICE OF THE PEACE	1 Years 52 Weeks	JOBE
27598	MARDIS, JAMES H	107	JUSTICE OF THE PEACE	1 Years 52 Weeks	JOBE
			Total for Dept 0107:		6
27179	GEURTZ, SARAH D	110	PLANNER	4 Years 24 Weeks	OTHE
			Total for Dept 0110:		1
27354	PRZYSZCZYPKOWSKI, AMANDA F	118	PURCHASING DIRECTOR	3 Years 4 Weeks	TWCA
			Total for Dept 0118:		1
99232	BUTLER, GEORGE	122	COUNTY ATTORNEY	15 Years 3 Weeks	RETI
			Total for Dept 0122:		1
91129	DAVIS, FRED W	200	HEAVY EQUIPMENT OPERATOR II	23 Years 19 Weeks	RETI
99078	OLIC, ROBERT F	200	HEO-LEAD	15 Years 33 Weeks	HEAL
27810	KARR, RONNIE DUANE	200	HEAVY EQUIPMENT OPERATOR	20 Weeks	UNKN
27831	MADISON, TROY JAMES	200	HEAVY EQUIPMENT OPERATOR	12 Weeks	PERS
26910	DONAHOE, MICHAEL P	200	SENIOR MECHANIC	6 Years 2 Weeks	HEAL
21023	FREEMAN, GARY J	200	SENIOR MECHANIC	14 Years 2 Weeks	RETI
21188	WILSON, MARION H	200	ROAD DEPARTMENT SUPERVISOR	8 Years 20 Weeks	RETI
			Total for Dept 0200:		7
20009	MURPHY, RICHARD	400	CAPTAIN	4 Years -2 Weeks	RETI
20035	CHANDLER, LOGAN K	400	PART TIME SHERIFF	14 Years 41 Weeks	RETI
26170	LAU, ROBERT C	400	DEPUTY FIRST CLASS	5 Years -6 Weeks	UNKN
27582	FRAZIER, JUSTIN D	400	DEPUTY FIRST CLASS	2 Years -5 Weeks	3DAY
			Total for Dept 0400:		4
26397	CAYWOOD, RICHARD G	418	DEPUTY FIRST CLASS	8 Years 4 Weeks	HEAL
24058	BRADLEY, RHONDA S	418	NURSE	12 Years 34 Weeks	JOBE
25403	VICKERY, COLBY L	418	DEPUTY FIRST CLASS	9 Years 37 Weeks	HEAL
27286	WRIGHT, MICHAEL T	418	DEPUTY FIRST CLASS	3 Years 27 Weeks	PERS
27061	MESCHEDE, RHONDA G	418	NURSE	5 Years 9 Weeks	JOBE
27834	COTTLE, JO ANN	418	ADULT DETENTION OFFICER	9 Weeks	TWCA
27381	VICKERY, PEGGY F	418	NURSE	2 Years 33 Weeks	JOBE
27695	NORRIS, KYLE DAVID	418	ADULT DETENTION OFFICER	1 Years 1 Weeks	UNKN
			Total for Dept 0418:		8

Washington County Quarterly Termination Report
10/1/14-12/31/14

27715 MORRIS, GARRY LEE	419	PART TIME CORONER Total for Dept 0419:	39 Weeks	1	JOBE
27422 BISWELL, LOGAN C	444	CORPORAL-JDC Total for Dept 0444:	2 Years 26 Weeks	1	UNKN

Total Employees:

Total Terminated:

36 Turnover Rate:

2.34%